



**Brunel**  
University  
London

Pathway  
College

# REGISTRATION GUIDE

This guide will provide you with all you need to know in order to complete your registration and receive your academic timetable with Brunel University London Pathway College!

### **Registering on your chosen course**

There are three stages you need to complete in order to be a registered student with Brunel University London Pathway College.

#### **Stage 1: Complete your Online Registration Task via eVision**

For Stage 1 of the registration process, you are required to complete a 'task' through eVision, Brunel's online student portal. The task will require you to provide us with some further information and check that the details we already hold about you are correct. To complete the online task you will need to log into eVision via the following link - <https://evision.brunel.ac.uk>

Username: Your Brunel student ID number

Password: Your date of birth in the format DDMMYY (e.g. 8 January 1993 would be 080193)

**Please note, if you have accessed the portal earlier in the year you should use the same password you chose at that time.**

Click on the tab called 'my Checklist' at the top of the eVision homepage. You will be taken to the 'Checklist' which displays a number of sections that you will need to complete. You should follow the task through to complete each section and ensure that you complete all sections. If you are unsure about how to complete the task, please refer to the '**Your Guide to Online Registration**' document which can be found at <http://www.brunel.ac.uk/study/admissions/registration>. If you experience any problems or would like some assistance, please contact the Student Centre on +44 (0)1895 268268/[student.centre@brunel.ac.uk](mailto:student.centre@brunel.ac.uk)

#### **What information will you need to complete the online registration task?**

You will need:

- Your full address including postcode
- Emergency contact name and telephone number

## **Stage 2: Documentation and ID Verification**

The second stage of registration will be completed on campus starting from the first day of registration. You are required to book an appointment via the link on the website in order to complete your registration and receive your academic timetable.

Once booked, you will then receive an email to confirm your timeslot and you will be provided with information on how to complete your registration at least **24 hours** prior to your appointment taking place.

On the day of your confirmed appointment, we will complete a series of checks and issue you with your academic timetable. You will, therefore, need to present all the registration documentation listed below so please ensure that you have these documents available during your appointment.

You will need to show:

### **For International students**

- Your valid passport or National ID Card
- Visa
- UK phone number (If applicable)
- UK address (If applicable)
- Emergency contact details including email, phone number and address for two people
- Overseas phone number
- Overseas address

### **For EU students**

- Your valid passport or National ID Card
- Visa (If applicable)
- UK phone number (If applicable)
- UK address (If applicable)
- Emergency contact details including email, phone number and address for two people
- Student Loans Company letter (If applicable)
- Overseas phone number
- Overseas address

## **For Home students**

- Your valid passport or National ID Card
- UK phone number (If applicable)
- UK address (If applicable)
- Emergency contact details including email, phone number and address for two people
- Student Loans Company letter (If applicable)

If you are unable to show the above documents during registration, you may not be able to complete your registration.

### **Stage 3: Self Registration to receive your academic timetable**

Once you have completed Stage 2, you will be provided with information on how to receive your academic timetable via the Pathway College Student Portal.

We have created instructional videos to assist you with this part of the process. Please visit the '[Registration](#)' page on the Pathway College website to view them.

Should you face any issues throughout your self-registration, please contact the Student Services Team via the contact details on the website (further information has been sent through to your email address).

### **Arriving late?**

Students who arrive after the Registration Week must inform Brunel University London Pathway College of their arrival date, so that the team can arrange for you to attend an alternative session.

- For new students, please email: [info@pathway.brunel.ac.uk](mailto:info@pathway.brunel.ac.uk).
- For current students, please email: [studentservices@pathway.brunel.ac.uk](mailto:studentservices@pathway.brunel.ac.uk).

You **CANNOT** attend classes until all **three** stages of the registration process are completed.



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